

What you require:

1. Your UTR – found on any tax letter I send.
2. Your NI number

ONCE LOGGED IN, NEAR THE TOP YOU SHOULD SEE THESE ITEMS - SELECT GET ACCESS TO AN ONLINE TAX.

Business tax summary

View and access your business taxes in one place

Add a tax to your account to [get online access to a tax, duty or scheme.](#)

What do you want to add?

- Corporation Tax
- Self Assessment, including partnerships and trusts
- Employers or intermediaries, for example PAYE for employers or CIS
- VAT and VAT services, for example EC Sales List
- Other taxes or schemes

Continue

Do you have a Self Assessment Unique Taxpayer Reference (UTR)?

- Yes
- No

Continue

What is your Self Assessment Unique Taxpayer Reference (UTR)?

You can find this on your tax return, statement of account or any other self-assessment calculations. It is 10 numbers. For example, 1234567890

Continue

Which of these best describes you?



Individual or sole trader



Partnership



Trust

Continue

Request access to Self-Assessment

Unique Taxpayers Reference

You can find this on your tax return, statement of accounts or any other self-assessment calculations. It is 10 numbers. Do not include spaces. For example, 1234567890

Complete one of the following

National Insurance number

For example, QQ123456C

A CONFIRMATION IS SUPPLIED

You've requested access to Self-Assessment

9845100151 (Unique Taxpayers Reference)

You'll receive an activation code in the post within 7 days.
You need to use the activation code to get access to the tax or scheme.

Continue

BACK TO YOUR HOME PAGE OF YOUR ONLINE TAX ACCOUNT YOU SEE THE NEW SERVICE HAS BEEN ADDED.

IT SAYS YOU ACTIVATION CODE HAS BEEN POSTED AND JUST BELOW THAT IS THE LINK TO ACTIVATE AND COMPLETE THE SET UP.

Self Assessment

Self Assessment Unique Taxpayer Reference 9845100151

We posted an activation code to you. Delivery takes up to 7 days.

Use the code to [activate your Self Assessment](#). It can take up to 24 hours to display your details.

WHEN YOUR YOUR ACTIVATION CODE ARRIVES IN THE POST – LOG IN AND CLICK ACTIVATE SELF-ASSESSMENT.